NIST Technicalendar

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online
The address for online weekly editions (most recent three months) of the
NIST Technicalendar and NIST Administrative Calendar is
http://ts.nist.gov/nvl/htdocs/calendars/calendars.html
Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from
http://www.adobe.com/Acrobat/readstep.html
The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at
http://www.boulder.nist.gov:1580/bulletin/

MAY 13 TO MAY 17, 1996
MEETINGS AT NIST

- The Office of Information Services (OIS) announces the availability of MathSciNet on the NIST Virtual Library (NVL): http://ts.nist.gov/nvl. MathSciNet is based on the data in Mathematical Reviews and Current Mathematical Publications, leading publications that catalog and review research literature in mathematics, all produced by the American Mathematical Society. From the NVL home page, click on "Databases" to access this useful online resource for NIST staff. No passwords or site IDs are required.

- OIS announces the availability of 22 Institute of Physics Journals online for NIST users on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl. From the NVL home page, click on "Electronic Journals" for information.

- OIS announces the availability of STAT-USA on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl. STAT-USA is the Department of Commerce source for Daily Economic News, frequently requested statistical releases, information by subject, STAT-USA Databases and selected publications of interest. From the NVL home page, click on "Databases" to link to the instructions for accessing this resource for NIST users.

- OIS announces that the "Engineering Village" is now available on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl for NIST staff and researchers. The Ei Village is a service for the student, professional engineer, or technology manager. Ei Village collects, evaluates, describes, and organizes relevant sites and provides a forum for discussions of professional interest. To access and log on to the service, from the NVL home page click on "Databases" and follow the instructions for id and password.

Video Play Back

ADDRESS TO THE COMMERCE EMPLOYEES

Secretary Kantor and Mrs. Brown

Wednesday, May 15, 1996
11:30 a.m. - 12:30 p.m.
Lecture Room A, Administration Building

Original address was held April 24, 1996, in the Main Commerce Auditorium.

For further information please contact Denise Herbert on 975-2657.

Lecture Series on High Integrity Systems

WHAT IT REALLY, REALLY MEANS TO MANAGE BY PROCESSES AND HOW TO DO IT
William F. Perry, Quality Assurance Institute

May 13, 1996, 2:00 p.m., Green Auditorium, Administration Building

Presenting a strategic and tactical approach to managing an entire information activity by processes, including:
-Management processes   -Technical processes   -Work processes
-Deliverable processes -Test processes   -People processes
QUESTIONS? Call: Dolores Wallace, 975-3340 or Laura Ippolito, 975-5248.
THE LECTURE SERIES IS OPEN TO THE PUBLIC, FREE OF CHARGE, WITH NO REGISTRATION.
Special assistance (e.g., for the hearing impaired) can be provided with two weeks notice.

Chemical Science and Technology Laboratory Colloquium

SOURCES OF ATMOSPHERIC METHANE AND WHAT ISOTOPES TELL US
Professor R. Cicerone
School of Physical Sciences, University of California at Irvine

Tuesday, May 14, 1996, 10:30 a.m., Lecture Room A, Administration Building

Methane is important in atmospheric photochemistry and its increasing concentrations worldwide are contributing to the enhanced planetary greenhouse effect. Major sources of atmospheric methane such as cows, rice paddies, and wetlands have been identified but the quantification of methane sources is not yet accurate enough to explain the changes observed in the atmosphere. The stable isotopic content of methane along with radiocarbon amounts, carry information that is only beginning to be exploited—atmospheric measurements of methane's isotopomers, laboratory studies of kinetic isotope effects and atmospheric models can tap into this information.

5/13—MONDAY 10:00 a.m. MANUFACTURING SYSTEMS INTEGRATION DIVISION SEMINAR: Improved Manufacturing Process Planning and Productivity With Recursive Constraint Bounding, R. Ivester, Dept. of Mechanical Engineering, Univ. of Massachusetts, Whately, MA. Rm. B365, Metrology Bldg. (NIST contact: S. Ray, 975-3524.)

5/13—MONDAY 10:30 a.m. ATOMIC PHYSICS DIVISION COLLOQUIUM: Grazing Incidence X-Ray Diffuse Scatter for Surface Characterization, D.K. Bowen, Bede Scientific Inc., Englewood, CO. Rm. B165, Physics Bldg. (NIST contact: R. Deslattes, 975-4841.)

5/13—MONDAY 10:30 a.m. BUILDING MATERIALS DIVISION SEMINAR: An Engineering Information Infrastructure, J. Sircar, Information Technologies, School of Engineering, Univ. of Maryland, College Park, MD. Rm. B221, Building Research Bldg. (NIST contact: L. Kaetzel, lawrence.kaetzel@nist.gov.)

5/13—MONDAY 10:30 a.m. SEMICONDUCTOR ELECTRONICS DIVISION SEMINAR: Optical and Thermal Spectroscopy of Vanadium-Doped CdTe and Related Photorefractive Properties, Y. Marfaing, Laboratoire de Physique des Solides de Bellevue, CNRS, Meudon, France. Rm. A362, Technology Bldg. (NIST contact: T. Clark, 975-2081.)

5/13—MONDAY 10:30 a.m. SURFACE AND MICROANALYSIS SCIENCE DIVISION SEMINAR: CASINO: A Monte Carlo Electron Trajectory Simulation for the Low Energy Range (100 eV - 5keV), R. Gauvin, Dept. of Mechanical Engineering, Universite de Sherbrooke, Canada. Rm. A322, Chemistry Bldg. (NIST contact: D. Newbury, 975-3921.)

5/13—MONDAY 1:30 p.m. METALLURGY DIVISION SEMINAR: Chemical and Spectroscopic Studies of Medal Clusters on Epitaxial Oxides, W. Goodman, Texas A&M Univ., College Station, TX. Lecture Rm. D, Admin. Bldg. (NIST contact: W. Egelhoff, 975-2542.)

5/15—WEDNESDAY 10:30 a.m. CERAMICS DIVISION SEMINAR: Plasma Spraying of Less-Common Materials, P. Chraska, Institute of Plasma Physics, Academy of Sciences of the Czech Republic, Prague, Czechoslovakia. Lecture Rm. D, Admin. Bldg. (NIST contact: J. Ilavsky, 975-4435.)

5/15—WEDNESDAY 10:30 a.m. FIRE SEMINAR: FASTLite and Fire on the Web, Engineering Tools for Estimating Fire Growth and Smoke Transport, P.A. Reneke and G.P. Forney, BFRL, NIST, Gaithersburg, MD. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

5/15—WEDNESDAY 10:30 a.m. POLYMERS DIVISION SEMINAR: High Pressure Studies of Copolymer-Solvent Mixtures, M. McHugh, Dept. of Chemical Engineering, The Johns Hopkins Univ., Baltimore, MD. Rm. A315, Polymer Bldg. (NIST contact: K. Migler, 975-4876.)

5/15—WEDNESDAY 10:45 a.m. REACTOR RADIATION DIVISION SEMINAR: A New Approach to Protein and Peptide Structure Determination Using Solid State NMR, R. Tycho, NIH, Bethesda, MD. New Conf. Rm., Reactor Bldg. (NIST contact: D. Neumann, 975-5252.)

5/16—THURSDAY 12:00 noon CENTER FOR THEORETICAL AND COMPUTATIONAL MATERIALS SCIENCE SEMINAR: Computer Simnulations of Water, F. Sciortino, Dipartimento di Fisica, Universita di Roma, La Sapienz, Italy. Rm. A366, Materials Bldg. (NIST contact: S.C. Glotzer, 9755729.)

5/17—FRIDAY 11:00 a.m.   PROCESS MEASUREMENTS DIVISION SEMINAR: Supramolecular Architecture and Nano-Materials Research at RIKEN, M. Hara, Lab. for Exotic Nano-Materials, Frontier Research Program/Polymer Chemistry Lab., The Institute of Physical and Chemical Research, Wako, Japan.   Rm. B165, Physics Bldg. (NIST contact: G.E. Poirier, 975-2603.)

5/17—FRIDAY 1:30 p.m. PHYSICAL AND CHEMICAL PROPERTIES DIVISION/CENTER FOR THEORETICAL AND COMPUTATIONAL MATERIALS SCIENCE SIMULATION SEMINAR: Water and the Ideal Kinetic Glass Transition, F. Sciortio, Dept. of Physics, Univ. of Rome, La Sapienza, Italy. Rm. A366, Materials Bldg. (NIST contact: S.C. Glotzer, 975-5729.)

Advance Notice
**WORKSHOP ON ADVANCED METHODS AND MODELS FOR
APPEARANCE OF COATINGS AND COATED OBJECTS**

Monday, May 20,1996; 9:00 a.m. - 3:30 p.m.
Green Auditorium, Administration Bldg.

Technological advances have enabled the nation's paint and coatings industry to add colors of virtually every shade and hundreds of billions of dollars of value to products from automobiles to bulk plastics. Industry's ability to measure and predict coating appearance is an important emerging issue. The objectives of this workshop will be to assess the need for new appearance measurement methods in industry and to introduce NIST's proposed research on advanced scattering and rendering models and photometric measurements.

NIST Contacts: Mary McKnight (BFRL) 975-6707, Ted Vorburger (MEL) 975-3493, Ambler Thompson (PL) 975-2333, Fern Hunt (ITL) 975-3887.

Advance Notice
**PUBLISH OR ??????
NIST AUTHORS: ARE YOU LOOKING INTO THE FUTURE ?**

**May 22, 1996, 10:30 A.M. - 12:30 P.M., Lecture Room B - Administration Building
(Teleconference NIST Boulder site: 8:30 A.M. - 10:30 A.M. Room 4550)**
Peter Boyce, American Astronomical Society (AAS)
Robert Kelly, American Physical Society (APS)
Maria LeBron, American Physical Society (APS)
Paul Vassallo, Director, OIS, NIST
W. Robert Kelly, CSTL, NIST
Chris Kuyatt, Chair, WERB, NIST

A transition from paper to electronic documents characterizes the trend in scholarly publishing. Come see what's happening as we hear how two scholarly publishers have removed the constraints of paper and developed interactive scientific documents in electronic journals. Help determine a future where NIST authors and the current publication processes are reshaped from the inception of the document to the final product and archive.
For further information contact: Pamela Mason, 975-4465 or pmason@nist.gov.

Advance Notice
**VISIT BY THE NATIONAL RESEARCH COUNCIL
POSTDOCTORAL RESEARCH ASSOCIATESHIP PROGRAM STAFF**

Thursday, May 23, 1996
Lecture Room A, Administration Building

9:00 AM - 10:00 AM   Meeting for Postdoctoral Research
Associates

10:00 AM - 11:00 AM   Meeting for Postdoctoral Research
Advisors

Dr. Arnold Schwartz, Director, Associateship Programs, Dr. Paul Zielinski, Program Administrator, Ms. Jane Dell'Amore, Assistant to the Directors, and Ms. Eva Labre, Program Coordinator will be making their annual visit to meet with NIST advisors, staff, and NRC Postdocs. This will provide an opportunity for discussion of any questions or issues concerning the postdoctoral program.
For further information contact Jack Hsia, 975-3067.

Advance Notice
NIST 95-96 Colloquium Series

INNER SPACE II: 5,000 FEET BENEATH THE SURFACE OF THE EARTH

William C. Stone and Barbara Anne am Ende
Lead Team Members, Huautla Deep Caving Expedition

FRIDAY, May 24, 1996
10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

Following 10 years of R&D and 3 years of training, an international team returned in 1994 to Mexico's Huautla Cave System equipped with computer-controlled, closed-cycle, life support backpacks with efficiencies 100-fold greater than systems previously used. These caves are considered among the world's most complex and difficult. During 44 days underground, more than 3 km of previously unknown territory leading into the heart of the Huautla Plateau were discovered and a new depth record of 1475 m was achieved. The presentation will take you through the preparation stages and down to one of the most remote points ever reached inside the earth.

Anyone requiring special assistance should contact Lillian Ware on (301)-975-4203. Colloquia are videotaped and available in the Research Information Center.

PLEASE NOTE: SCHEDULE CHANGE

Advance Notice
Computing and Applied Mathematics Laboratory/Statistical Engineering Division

CASE STUDIES IN UNCERTAINTY ANALYSIS
Keith Eberhardt

This two-day course, the fourth in a unified program of short courses in applied statistics primarily for the NIST community, will consist of detailed discussions of several example uncertainty analyses. The course will be held on Mondays, June 10 and June 17, from 9-12 (room to be announced). For more information on this course, contact K. Eberhardt, 975-2853, keith.eberhardt@nist.gov. For information on later courses in this series, contact M. Vangel, 975-3208, mark.vangel@nist.gov, or see the event calendar under the Statistical Engineering Division home page at URL http://www.cam.nist.gov/caml/sed/. Registration is $50, and Form DN-11 should be submitted to Pat O'Connor in the Training Office, Admin. A123, by COB June 5.

MEETINGS ELSEWHERE

5/14—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS SEMINAR: Finite-Size Scaling in the Complex Temperature Plane, K.-C. Lee, Dept. of Physics, Seoul National Univ., Korea. Rm. 1116, IPST Bldg. (For further information call T.R. Kirkpatrick 301/405-4801 or M.E. Fisher, 301/405-4820.)

5/16—THURSDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL PHYSICS/PHYSICAL CHEMISTRY SPECIAL SEMINAR: Chemistry at Defects: Observing Interactions of CO, NO and Oxygen With Steps on Nickel Surfaces, H. Dorsett, Dept. of Chemistry and Biochemistry, Univ. of Maryland. Rm. 1325, Chemistry Bldg. (For further information call G. Miller, 301/405-1799.)

5/16—THURSDAY 7:00 p.m. WASHINGTON CHROMATOGRAPHY DISCUSSION GROUP MEETING: Chocolate Chromatography, Sample Preparation and Analysis of Samples From Mayan Times to the Present, W.J. Hurst, Hershey Foods Corp., Hershey, PA. Hewlett Packard Regional Office, Rockville, MD. (For further information call J. Cunningham, 301/898-3772.)

REGIONAL METRIC TOWN MEETING
May 17 - 18, 1996
Massachusetts Institute of Technology
Boston, MA

The Metric Program is presenting the second of six regional Metric Town Meetings and Workshops on May 17-8, 1996 at the Massachusetts Institute of Technology's Stratton Student Center. At each meeting, participants will have the opportunity to hear from experts on the benefits of using the metric system to increase our global competitiveness, commercialize new technologies, and enhance the job skills of America's workforce. Open forum discussions will probe critical metrication issues. The meetings will build on the key themes—trade, education, and public awareness—that emerged from the first National Metric Town Meeting held at NIST March 27-28, 1995.

For further information contact Gerard C. Iannelli on 975-3690, metric_prog@nist.gov.

Advance Notice
THE NORTH AMERICAN ISDN USERS' FORUM (NIUF)

June 3-6, 1996
Los Angeles Airport Hilton and Towers, CA

The NIUF will be held jointly with the California ISDN Users' Group (CIUG). The meetings conducted will include joint sessions of the ISDN Users' Workshop (IUW) and the ISDN Implementors' Workshop (IIW) which will allow users and suppliers of ISDN Technology to advance the development of interoperable ISDN broadband and narrowband products and services. A few of the meeting topics include: ISDN Wiring and Powering, ISDN Ordering Codes, SPIDs, BRI Trunking, Universal Ordering Form, Versions, and Mass Markets. Tutorials will be presented on topics such as, Basic and Primary Rate ISDN, PPP Multilink Protocols, Video/Data Collaboration with T.120, Latest PPP Developments. There will also be vendor exhibits Wednesday and Thursday. For further information, contact Sara Caswell, 301/975-2937 (niuf@nist.gov) or see the NIUF Home Page at URL http://www.niuf.nist.gov/misc/niuf.html.

TALKS BY NIST PERSONNEL

AMIRTHARAJ, P.M.: "Optical Metrology for Semiconductor Microelectronics and Optoelectronics," Texas Instruments, Inc., Dallas, TX, 5/16/96.

AMIS, E.J.: "Polymer Blends and Processing at NIST," General Electric Co., Corporate Research Facility, Schenectady, NY, 5/17/96.

BREWCZYK, M.: "Thomas-Fermi Model of Multielectron Dissociative Ionization of Diatomic Molecules," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/18/96.

BUNK, D.: "Quantitative and Qualitative Analysis of Albumin in Human Serum Reference Materials," ASMS Conf. on Mass Spectrometry and Allied Topics, Portland, OR, 5/15/96.

BURCH, D.M.: "MOIST—Comprehensive Moisture Analysis Program—Input Needs and Interpretation of Output," BETEC Spring Symposium, NAHB Conf. Center, Washington, DC, 5/14/96.

CLARK, C.W.: "Closed-Form Solutions of the Schrodinger Equation for a Class of Smoothed Coulomb Potentials," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/17/96.

DODD, R.J.: "Properties of Bose-Einstein Condensates in Harmonic Trapping Potentials," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/18/96.

HARE, L.B.: "Statistical Thinking and the Control of Key Food Processing Factors," American Society for Quality Control, Chicago Hilton and Towers, IL,5/13/96.

KARIM, A.: "Surface and Bulk Studies of Polymer Blends at NIST," General Electric Co., Corporate Research Facility, Schenectady, NY, 5/17/96.

LIU, W.-C.: "High-Order Nonlinear Susceptibliities of He," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/18/96.

LOWNEY, J.R.: "Using Monte Carlo Codes for Modeling SEM Signals" and "Review: Applications of Monte Carlo Simulations to Critical Dimension Metrology in a SEM," Scanning Microscopy International, Bethesda, MD, 5/12 and 5/14/96.

MARCHIANDO, J.F.: "Models for Interpreting Measurements From a Scanning Capacitance Microscope," Scanning Microscopy International, Bethesda, MD, 5/13/96.

PARRIS, R. (Co-authors: D.L. Poster, L.C. Sander, M.M. Schantz, and S.A. Wise): "NIST Certified Reference Materials for Organic Environmental Analysis—Current Availability and Approach to Certification," EnvironAnalysis 96, Titadel Ottawa Hotel, Canada, 5/14/96.

PHINNEY, C.: "Development of Quantitative GC/MS/MS by Tandem-in-Time Ion Trap Mass Spectrometry II: Drugs of Abuse and Targeted Metabolites in Biological Matrices," ASMS Conf. On Mass Spectrometry and Allied Topics, Portland, OR, 5/13/96.

PORTER, B.: "Specimen Bank Sampling Protocols and Database, and Real-Time vs Long-Term Storage," NMFS Northeast Region Necropsy Workshop and Sea Turtle Stranding/Salvage Network Coordinators Meeting, Philadelphia, PA, 5/3/96.

POWELL, C.J.: "Inter-Shell Ionization Cross Sections for Microanalysis," Symposium on Fundamental Physics in Microscopy and Microanalysis, Scanning Microscopy, Hyatt Regency Hotel, Bethesda, MD, 5/16/96.

READER, J.: "Spectrum and Energy Levels of Zr III," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/1596.

SANSONETTI, C.J.: "Atomic Spectroscopy for Lighting Appications," 1996 Annual Meeting of the Division of Atomic, Molecular and Optical Physics of American Physical Society, Univ. of Michigan, Ann Arbor, MI, 5/1596.

SMYTH, K.C.: "Vortex-Chemistry Interactions in CH_4/Air Diffusion Flames," Gas Research Institute Contractors' Meeting, Chicago, IL, 5/1496.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16.   To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive $2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

> **Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.**

May 13 - May 17, 1996

ADMINISTRATIVE ITEMS - New

Location Changes
Beginning Monday, May 13, Dr. Harry L. Rook's new mailing address will be: Bldg. 820, Room 232; his office location will be Bldg. 820, Room 121; and his telephone number will be (301) 975-5660.

Beginning Thursday, May 16, Dr. Dale E. Hall's new mailing address will be: Bldg. 223, Room B309; his office location will be Bldg. 223, Room B310; and his telephone number will be (301) 975-5658.

2222 Only Good From Rolm Phones
An employee recently tried to contact the emergency number 2222 from his cellular phone. He was unable to make a connection. All employee's are reminded that the NIST emergency number 2222 for fire, security or ambulance can only be dialed from a NIST rolm phone. If you have an emergency and need fire, security or ambulance service at NIST and only have access to a mobile/cellular phone, you simply need to dial 911 and advise the Montgomery County dispatcher where you are located on the NIST site. They will take the information and immediately advise the appropriate NIST Fire/Security authorities of the emergency. Any questions, please contact the Fire Protection Group on extension 6190.

CSL/CAML Central Computing Hot Line - x4425
The CSL/CAML Central Computing Hot Line is now available. The purpose of the hot line is to provide up-to-date announcements on the availability of central systems and to provide a single point of contact to report emergency problems with central computing or communications services. Persons calling the hot line will have the option of talking to a CSL/CAML contact or to obtain a recording of current system status. Calls will be answered 24 hours a day, 7 days a week. Emergency problems will be referred to a service group manager for quick resolution.

Thrift Savings Plan (TSP) Open Season
The next TSP open season begins May 15, 1996, and ends July 31, 1996. The TSP Summary Booklet, and TSP-1 Election Form are available in the Employee Benefits Office, Administration Building, Room A131. Questions should be directed to Marcia Robertson on extension 2157 or Nancy Cool on extension 2231.

Excess Property Auction

The Property Unit in conjunction with GSA will be holding an auction on surplus property. This equipment is for sale for PERSONAL use to interested individuals (you may not purchase an item for which you determined the condition code upon submission of the NIST-6). Inspections will be by appointment ONLY on May 21 and 22. The auction will be held at GSA on May 23. For appointments, please call Kenny on extension 3773 or extension 6370.

Washington, D.C. Phone Books are Here
The Bldg. 301, 101, Chemistry, and NIST North Storerooms have an over-abundance of the D.C. Yellow Pages and D.C. White Pages in stock. Please come and get a book for your office you have not already done so.

Retirement Dinner for Donn Ebberts
Donn Ebberts of the Building Environment Division retired on May 3, 1996, after 34 years of government service. A buffet dinner will be held in his honor on Friday, May 31, 1996, at the Comus Inn. The buffet menu consists of roast beef, baked ham, fried chicken, vegetarian lasagna, scalloped potatoes, green beans, peas and mushrooms, garden salad, dinner rolls, coffee and tea. The cost of the buffet is $23.00. If you would like to attend or contribute towards a gift, please contact Kim Ewing on extension 5648 by May 24, 1996.

Drawing Contest for Kids
In conjunction with our Spring Auto Special, COMSTAR is sponsoring a drawing contest. Kids ages 3-12 are invited to submit a drawing illustrating "The car I would drive when I grow up." Entry forms can be picked up at the Credit Union office or kids can use a plain piece of 8 1/2" x 14" paper. Be sure to include the child's name, age, and phone number. Prizes will be awarded at each branch office in the following categories: ages 3-5, 6-8, and 9-12. The prize for each category will be a $25 U.S. Savings Bond.
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ADMINISTRATIVE ITEMS - Continuing

Shops Rate Increased
The Fabrication Technology Division (better know as Shops) has increased its rate from $40 to $45 an hour, effective PP08.

Excess Shelf in Bldg. 101 Storeroom
Due to popular demand---the excess shelf is back in place in our Bldg. 101 Storeroom. We're ready for your unwanted office supplies to share free with someone else. For any questions, please call extension 2948.

Customer Satisfaction Survey
Over the last few years, Plant Division has sent out Surveys to our reimbursable customers to evaluate our performance. We have recently revised our survey and beginning May 1, 1996, will be sending out the new version. This new survey measures the customer's satisfaction and expectations. This new approach will enable

us to better measure satisfaction and identify ways to enhance our performance.

"Thank you" to those staff members who continually return our surveys, they are an important customer communication and service improvement tool. We appreciate your response very much.

Farewell Luncheon For Kim Goode
Kim Goode, Student Employment Coordinator of the Office of Human Resources Management is leaving NIST after 19 years of dedicated service to serve as coordinator of the Goode Family. A reception will be held in her honor on Tuesday, May 21st at the Outback Steakhouse in Germantown. The menu includes choice of sirloin, grilled chicken, or pasta primavera with a garden salad, side order of either baked potato, french fries, or vegetable medley, beverage and ice cream for dessert. There will be a cash bar available. The cost of the luncheon is $16. Anyone who would like to attend or contribute towards a gift should contact Geneva James on ext. 3395 or Kathy DelBalzo on ext. 3021 by May 16, 1996.

NIST General Tour
NIST offers tours on most Thursdays at 9:30 a.m. Advance reservations are required. In addition to a short overview, the tour includes three stops chosen from the following: Advanced Ceramics, Clinical Measurements of Cholesterol, Structures, and the Museum. The tour lasts approximately 1 1/2 hours. To reserve a space on an upcoming tour, please call Jan Hauber on extension 3585.

Association of NIST Asian-Pacific Americans (ANAPA) Sponsors Movie Presentation
In observing the Asian-Pacific American Heritage Month, ANAPA is sponsoring a series of movie presentations once a week, that will enrich you with Asian culture. Please also bring your family and friends for the evening shows. For more information, contact Kang Lee on extension 6604.

Monday, May 13, 11:30 a.m. to 1:00 p.m. and 7:00 - 8:45 p.m.
Nihon no Kokoro - Heritage (Culture and Tradition): Pride of Japan - This film gives an in-depth understanding of the Japanese people and the Kokoro (Heart Within). The Japanese people express the Kokoro through the culture, tradition, pride and oneness with nature.

Japan: Spirit and Form - The Japanese Ink Painting - Japanese Ink Painting is an insight into the Landscape of the Heart and Mind of the artist. This educational film describes the development of this ancient art form and the influence on expressionist artists.

Tuesday, May 21, 11:30 a.m. - 12:30 p.m. and 7:00 - 8:15 p.m.
India: Continuity in Change (from Past to Present) - A Quilt of Many Cultures

Tuesday, May 28, 11:30 a.m. to 1:00 p.m. and 7:00 to 8:45 p.m.
SOPYONJE - A saga of a family of pansori performers (traditional story telling by song); A winner of six Grand Bell Awards and six Critic's Awards in Korea (1993)

NIST Wellness Program
On Thursday and Friday, May 16 and 17, from 7:30 to 11:00 a.m., the NIST Wellness Program will be held in the Employee's Lounge, Administration Building. Call OHS, Inc. at (703) 360-8900 to schedule an appointment. The following options are available:

Cholesterol Lipid Panel - $30.00
Full Blood Chemistry - $35.00
Full Blood Chemistry w/CBC - $45.00
Prostatic Specific Antigen $36.00
Blood group and Type - $10.00 with options A-D, $15.00 if purchased alone
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NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF

NAAS General Meeting
NAAS will hold a general meeting on Thursday, May 23, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.
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PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: http://larch.cam.nist.gov/~eater/pcassist.html. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

266.1 CONVERTING WPWIN 6.1 FILES TO MS WORD 6.X/7.0 - For Microsoft Word for Windows users, the Microsoft Word Supplemental WordPerfect Converter Kit (WPCNV.EXE) is available for downloading from the MICF WHLIST, the ANONYMOUS/PC subdirectory on the ENH, and from the PC Assistance page on the web. This kit provides the ability for Word 6.x/7.0 to open WordPerfect 6.x files, and save as WP 6.x format. The self-extracting file WPCNV.EXE should be downloaded to a temporary directory on your hard disk and executed to extract the conversion files. There is a readme file that provides information about limitations when converting from WP 6.x to Word 6.x/7.0. Features that do not convert or require some comment are listed. To install the conversion files, under Windows, click on File, Run, and execute the SETUP.EXE program. After installation of the conversion files is complete, you can enter Word 6.x/7.0 and open a WordPerfect 6.x file by clicking on File, Open, check the Confirm Conversions box, and double click on the WP 6.x file to be opened. To save a Word 6.x/7.0 file as WP 6.x format, while in Word, click on File, Save As, change the entry in the Save File as Type window to a WP 6.x selection, enter a filename, and click on OK.

      For WordPerfect 6.1 for Windows users who need to save WP files as Word 6.x, install the WP 6.1 update, called POUPDT.EXE--a self-extracting file also available from the MICF WHLIST, the ANONYMOUS/PC subdirectory on the ENH, and from the PC Assistance page on the web. Conversion files for Word are included with the update, along with bug fixes for the WPwin 6.1 program.

266.2 RUNNING DOS-ONLY PROGRAMS UNDER WIN95 - The vast majority of older DOS programs will run under Win95 with no problems. For those programs which truly will not run under Win95, you can usually run them "as if" they were running under DOS by adjusting the program's properties. To do this, right-click on the program in Explorer; select Properties from the menu; select the Program tab; press the Advanced… button; check the box marked MS-DOS mode. Now when you run this program Win95 will shut down temporarily, run the program as if under DOS, and start up again when you exit the program. This approach will even allow you to create custom CONFIG.SYS and AUTOEXEC.BAT files for use by the DOS program where necessary.

266.3 QUICKLY SELECTING A GROUP OF FILES IN EXPLORER - In Windows 95 Explorer an easy way to select a group of files for copying, moving, or deleting is to draw a selection box around the group of files. To do this, you can click at a corner of the group, and then drag to form the box. Position this box over the group of files to be selected and release the mouse button. The files will all be selected and you can then perform any operation such as copying, moving, or deleting.

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OFFICE OF INFORMATION SERVICES - News

Library Tours
A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **June 12, 1996**, at 10:30 a.m.

Unsigned Interlibrary Loan Request
The Interlibrary Loan (ILL) staff has received an ILL request which does not include the requestor's name. If the following title was requested by you, please call Rose Estes on extension 3060. The ILL staff will not process requests for interlibrary loans which do not include the requestor's name.

   --   "Advances in Atomic & Molecular Physics"

New Engineering Service on NIST Virtual Library
The OIS announces that the "Engineering Village" is now available on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl for NIST staff and researchers. The Ei Village is a service for the student, professional engineer, or technology manager. Ei Village collects, evaluates, describes, and organizes relevant sites and provides a forum for discussions of professional interest. To access and log on to the service, from the NVL home page click on "Databases" and follow the instructions for ID and password.

STAT-USA Now Available on NIST Virtual Library
The OIS announces the availability of STAT-USA on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl. STAT-USA is the Department of Commerce source for Daily Economic News, frequently requested statistical releases, information by subject, STAT-USA Databases and selected publications of interest. From the NVL home page, click on "Databases" to link to the instructions for accessing this resource for NIST users.

Telephone Directory Update Available on Disk
The NIST telephone directory information, which is updated monthly, is available on MS-DOS disks. These disks are kept at the Library's Circulation Desk. Ask for the "LOCATOR.TXT" disks. Disks may be borrowed for three days for copying.

Attention All NIST Authors
NIST authors are reminded that all manuscripts which describe NIST work or which are produced using NIST time, money, or other resources must be approved by the appropriate editorial review board (WERB or BERB) before being released for electronic or hardcopy publication. This includes journal articles and books as well as contributions to conference proceedings and speeches scheduled for publication. For details on how to submit review material, consult your copy of the NIST Administrative

<u>Manual</u>, Subchapter 4.09, NIST Technical Communications Program, December 21, 1993, Appendix H.

<u>NIST Authors' Immortality Threatened</u>
Authors of technical papers published in non-NIST media are reminded that they must send two reprints or photocopies of each published paper along with a completed Form NIST-266 to the address on the form. (In Boulder, the paperwork first goes through Publications Services, Building 1, Mail Stop 360.00). ANY CHANGES regarding title, authors, place of publication, additonal places of publication, text modification, or withdrawal from publication must be reported on the form AND to the appropriate NIST Editorial Review Board. Significant changes (such as condensations or revisions) to the document originally approved must be submitted to the Editorial Review Board as a new item, but on the Form NIST-114 you may cross-reference the original document. Complete these reporting requirements to assure proper bibliographic indexing, wide professional exposure, conformance to NISTpolicy, and literary immortality!

<u>Training on the NIST Virtual Library</u>
The OIS is offering training on the NIST Virtual Library, which provides online access from you desktop computer to a variety of information resources and services. The next training date is May 14, 9:00-11:30 a.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, call Diane Cunningham on extension 3053. There is no cost for this training.

<u>New Library Service Available</u>
A Table of Contents Alert Service from OCLC for the following titles is now available. If you are interested in receiving the table of contents of issues, please subscribe to the appropriate mailing list as described below.

Journal	**Mailing List Name**
Analytical chemistry	oclanchem
Applied physics letters	oclapphylet
Applied surface science	oclapsursci
IEEE spectrum	ocliespec
Journal of the American Chemical Society	oclacsjl
Journal of materials research	ocljlmatres
Journal of materials science	ocljlmatsci
Journal of the Optical Society of America -	oclosajlb
Part B: Optical physics	ocljlphychm
Journal of physical chemistry	oclneunet
Neural networks	oclpcmag
PC magazine	oclpysrva
Physical review A	oclpysrvb
Physical review B	oclpysrvd
Physical review D	oclpol
Polymer	oclsci
Science	oclzeitb
Zeitschrift fur Physik B	

To subscribe, send an e-mail message to MAILSERV@ENH.NIST.GOV and include the following as the first line in the body of the message: SUBSCRIBE list-name

<u>Institute of Physics Journals Now Online</u>

The OIS announces the availability of 22 Institute of Physics Journals online for NIST users on the NIST Virtual Library (NVL) at http://ts.nist.gov/nvl. From the NVL home page, click on "Electronic Journals" for information on access to:

* European journal of physics 1996- Full-text
* High performance polymers 1996- Full-text
* Inverse problems 1996- Full-text
* Journal of miecormechanics and microengineering 1996- Full-text
* Journal of physics A: Mathematical and general 1996- Full-text
* Journal of physics B: Atomic, molecular and optical physics 1996-Full-text
* Journal of physics: Condensed matter 1996- Full-text
* Journal of physics D: Applied physics 1996- Full-text
* Journal of physics G: Nuclear and particle physics 1996- Full-text
* Measurement science and technology 1996- Full-text
* Modelling and simulation in materials science and engineering 1996-Full-text

* Nanotechnology 1996- Full-text
* Network 1996- Full-text
* Nonlinearity 1996- Full-text
* Physics express letters 1995- Full text in HTML and PDF formats
* Physics in medicine and biology 1996- Full-text
* Plasma physics and controlled fusion 1996- Full-text
* Reports on progress in physics 1996- Full-text
* Semiconductor science and technology 1996- Full-text
* Smart materials and structures 1996- Full-text
* Superconductor science and technology 1996- Full-text
* Waves in random media 1996- Full-text

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NCW - NIST COMMITTEE FOR WOMEN

The NIST Committee for Women Speaker Series Presents
A senior women's panel of Elaine Bunten-Mines, Cita Furlani, Barbara Levin, and Lura Powell, on Wednesday, May 22, 12:00 noon to 1:00 p.m. in Lecture Room A, Administration Building.

The panel will present some career highlights and what skills have contributed to their personal and professional growth here at NIST. The brief presentations will be followed by an open discussion. Bring a friend and your questions about professional development and how to target your career skills for growth. Hope to see you there.

For information call Laura Downey, President, on extension 4659 or Carole Womeldorf, Vice President, on extension 4415.
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SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Cellular One Phone Vendor
A representative from Cellular Phone will be in the Building 101 Cafeteria, Administration Building, on May 15 and 16. Alternate dates will be May 30 and 31.

Amusement Park Tickets

DISCOUNT TICKETS for Adventure World and Hershey Park are available in the SEBA Store for SEBA members.

<u>SEBA Gift Store</u>
The SEBA Store has discount movie tickets, NIST shirts and other log items, postcards, sundry items and much more.
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<u>CAFETERIA MENU</u> (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	**Special**	**Special**	**Special**	**Special**
MD Fried Chicken	Turkey Sandwich	Stuffed Peppers	Veal Parmesan	Salmon Loaf
Corn on the Cob	w/Mashed Pots	Ratatouille	Green Beans	Broc w/Holland
Bliss Potatoes	Oriental Vegs	Stir Fried Cabbage	Garlic Spaghetti	Rice
Apple Pie	Glazed Carrots	Layer Cake	Garlic Toast	Roll & Butter
Entrees/Vegs	Fresh Whole Fruit	**Entrees/Vegs**	**Entrees/Vegs**	**Entrees/Vegs**
Burrito	**Entrees/Vegs**	Burrito	Taco Salad	Burrito
MD Fried Chicken	Burrito	Lemon Chicken	Burrito	Baked Fish
S/Sour Spareribs	urkey Sandwich	Stuffed Peppers	Veal Parmesan	Parmesan
Zucchini Parm	w/Mashed Pots	Ratatouille	Bruns Chick Stew	Stir Fried Chicken
Corn on the Cob	Corn/Beef/Cab	Stir Fried Cabbage	Green Beans	& Vegetables
Bliss Potatoes	Oriental Veges	Baked Potato	Spinach Souffle	Salmon Loaf
Rice	Glazed Carrots	Rice	Garlic Spaghetti	Squash Medley
Soup/Intern	Mashed Potatoes	**Soup/Intern**	Rice	Broi w/Holland
Split Pea & Ham	Rice	Old Fash Bean	**Soup/Intern**	Mac & Cheese
Pasta	**Soup/Intern**	French	Beans & Sausage	Rice
	Southwestern Veg		Pasta	**Soup/Intern**
	Pasta			NE Clam Chowder
				Pasta

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<u>TRAINING AND EDUCATION OPPORTUNITIES</u>

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

MANAGEMENT UPDATE SERIES
The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

<u>PAY ADMINISTRATION UNDER THE FAIR LABOR STANDARDS ACT</u>
Instructor: Carol Hubshman, Office of Human Resources Management
Cost: NONE
Date: May 13, 1996
Location: Lecture Room C, Admin Building
Time: 1:30 p.m. - 3:00 p.m.

<u>DIVERSITY IN THE WORKPLACE</u>
Description: This two-day workshop will assist managers and supervisors to develop an understanding of how cross-cultural dynamics impact the workplace. Using a variety of participatory exercises, attendees will gain a broader understanding of the value of diversity and of each of our roles as individuals and as group members in a diverse workforce. Time will be spent on defining and practicing specific skills/competencies needed to build and peacefully co-exist in an inclusive work

environment.

Instructor: Bonnie J. Berger & Associates
Cost: Approximately $300 per participant
Dates: June 4-5, 1996
Location: Lecture Room E, Administration
Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted by May 15.

NIST TRAINING PROGRAM
Instructor: Pat O'Connor, Office of Human
Resources Management
Cost: NONE
Date: May 20, 1996
Location: Lecture Room B, Administration
Building
Time: 1:30 p.m. - 3:00 p.m.

EMPLOYEE ASSISTANCE PROGRAM
Instructor: Jon Lobe, Occupational Health and
Safety Division
Cost: NONE
Date: May 28, 1996
Location: Lecture Room D, Administration
Building
Time: 1:30 p.m. - 3:00 p.m.

CLASSIFICATION TRAINING FOR SUPERVISORS
Description: The classification and position
description system is a component of the NIST
Personnel Management Demonstration Project.
As a supervisor of employees covered by the
demonstration Project, you are delegated
authority to classify positions of employees
covered under the Demonstration Project. In this
session you classify and create a position
description. This is a required course for every
probationary supervisor. The course must be
completed before a supervisor can access the
Automated Classification System (ACS).

Instructor: Carol Hubshman, Office of Human
Resources Management
Cost: NONE
Date: May 28, 1996
Location: A41, Administration Building
Time: 9:30 a.m. - 11:00 a.m.

**Due to the limited number of p.c's every
participant must reserve a space. Please call
X3017 to register.**

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS
Description: This course is open to all
supervisors and managers. Participants learn
methods for diagnosing sources of conflict and
strategies for successfully resolving many
different types of conflict. In addition, participants
identify their own conflict style and its strenghts
and weaknesses. Workshop methods include:
tailored cases, structured excercises, Negotiation
Style Inventory instrument and film.

Instructor: Liz Berney of Berney Associates
Cost: Approximately $115 per participant
Date: July 9, 1996
Location: Lecture Room D, Administration
Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted by June 18.

GENERAL TRAINING
CASE STUDIES IN UNCERTAINTY ANALYSIS
Description: Presents several examples of
uncertainty analysis calculations. The material
includes discussion of some very straightforward
examples, a spreadsheet calculation method that
avoids the need to deal with partial derivatives in
simple cases, and some examples where the
usual propagation of uncertainty formulas can
not be used directly.

Instructor: Keith Eberhardt, Statisical Engineering
Division
Cost: $50 per participant
Times: 9:00 a.m. - 12 noon
Dates: June 10, 1996 and June 17, 1996
(Monday's)
Location: Lecture Room A, Administration
Building

**PLEASE NOTE: Request for Training Memo
must be submitted by May 21, 1996. Please
no phone in registrations! For technical
questions please call Keith on X2853.**

**Additional Workshops in this series are as
follows:**
September 13, 20 & 27, Regression Models
October 11, 18 & 25, Analysis of Variance
November 8, 15 & 22, Design of Experiments

PRE-RETIREMENT SEMINAR
Description: In this 1-day seminar you will learn
the Civil Service/FERS Retirement Benefits and
Social Security Benefits/Medicare. This seminar
is for those employees who are thinking of
retiring in the next 5 years. Joanne McGehrin is
a great instructor!

Instructor: Joanne McGehrin
Cost: Approximately $100 per participant
Date: June 20, 1996
Location: Lecture Room D, Administration Building
Time: 8:30 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by June 5.
NOTE: Spouses are welcome!

COTR LEVEL I
Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.
Cost: Approximately $175 per participant
Dates: June 17 & 18, 1996
Location: **New Location: Shops Conference Room (Bldg. 304-126)**
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo needs to be submitted by May 28. **For technical questions please call Barbara Camp x6338.**

CONFLICT RESOLUTION (SUPPORT STAFF) THIS IS A GREAT CLASS
Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a position solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack
Cost: Approximately $150 per participant
Date: July 10, 1996
Location: Lecture Room D, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by June 14.

THE EXCEPTIONAL ASSISTANT
Description: In this 1-day powerful workshop you will learn essential professional skills such as, prioritizing, problem solving, manageing time, resources, and crisis, delegating, decision-making, political and people skills and much, much more. This is a great class for all support staff!

Instructor: Fred Pryor Seminars
Cost: Approximately $125 per participant
Date: August 7, 1996
Location: Lecture Room C, Administration

Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by July 8.

EFFECTIVE WRITING FOR PROFESSIONALS
Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates
Cost: Approximately $150 per participant
Dates: July 16, 18, 23 and 25, 1996
Location: Lecture Room F, Administration Building
Time: 9:00 a.m. - 12:00 noon
PLEASE NOTE: Request for Training Memo must be submitted by June 24.

****COMPUTER TRAINING****
All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!
All classes will be held in A41, Basement 101.
All 1-Day Classes will be $125
ALL 1/2 Day Classes will be $60
All 2-Day Classes will be $225, unless otherwise stated.

EUDORA TRAINING
Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows,

how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division
Date & Time: July 8, 1996, 1:00 p.m. - 3:30 p.m.
July 15, 1996, 1:00 p.m. - 3:30 p.m.
Cost: NONE
DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

TIME AND ATTENDANCE TRAINING FOR NEW TIMEKEEPERS
Description: This workshop is for **New Timekeepers**. The PC instruction covers the various T&A screens and the necessary steps for completing a T&A file.

Instructor: Office of Human Resources Management
Cost: NONE
Date: May 23, 1996
Location: A41, Administration Building
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: This workshop is limited to ten people! Please call the Training Office on x3017 to register, no paperwork is necessary. Please register by May 17.

TIPS AND TRICKS WITH WORDPERFECT 6.1 FOR WINDOWS (NEW SHORT TOPIC CLASS)
Description: This course is full of tips and tricks to improve your WordPerfect 6.1 for Windows skills. Learn shortcuts and new ideas guaranteed to improve your word processing efficiency. This course is designed for users comfortable with basic tasks in WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 15, 1996
Time: 9:00 a.m. - 12:00 noon
Cost: Approx. $60 per participant
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

CREATING TABLES WITH WORDPERFECT 6.1 FOR WINDOWS
Description: Learn the strengths of WordPerfect tables. We will create, navigate, enhance, and

modify a table; add borders and shading; use math functions to write formulas and calculate. Many of your routine tasks can be simplified with tables. This course is designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 15, 1996
Time: 1:00 p.m. - 4:00 p.m.
Cost: Approx. $60 per participant
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

MERGING WITH WORDPERFECT 6.1 FOR WINDOWS
Description: Come and explore the powers of WordPerfect merging. Create forms files and data files to automate your mass mailings. Learn to Customize labels and envelopes. This is a fast-paced course designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates
Date: May 22, 1996
Time: 9:00 a.m. - 12:00 noon
Cost: Approx. $60 per participant
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

TEMPLATES IN WORDPERFECT 6.1 FOR WINDOWS
Description: Every document you create in WordPerfect is based on a template. Learn to use and create custom templates to automate your office output, such as memos, fax covers, business cards and invoices. This course is designed for experienced users of WordPerfect 6.1 for Windows who want to go one step further with their office automation.

Instructor: Lyndie Billey and Associates
Date: May 22, 1996
Time: 1:00 p.m. - 4:00 p.m.
Cost: Approx. $60 per participant
PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS
Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.
Date: May 21, 196

Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted ASAP.

INTRODUCTION TO WINDOWS
Description: This one-day class will teach those
new to the Windows environment the benefits of
using Windows.

Instructor: Impact Services, Inc.
Date: June 3, 1996

Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted May 20.

INTRODUCTION TO WINDOWS
Description: This one-day class will teach those
new to the Windows environment the benefits of
using Windows.

Instructor: Executrain
Date: June 10, 1996

Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted by May 24.

INTRODUCTION TO WINDOWS
Description: This one-day class will teach those
new to the Windows environment the benefits of
using Windows.

Instructor: Lyndie Billey and Associates
Date: June 12, 1996

Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted May 28.

INTERMEDIATE WINDOWS
Description: This class is designed for students
who want to start an application from Windows
without using an icon, use shortcut keys, add
programs to windows, use Character map,
record and run macros, and use the Clipboard.
In addition, students will learn to use File
Manager to change file attributes, search for files,
create Program Manager icons, and use Drag
and Drop to open and print files.

Instructor: ExecuTrain
Date: June 20, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted by June 5.

INTERMEDIATE WINDOWS
Description: This class is designed for students
who want to start an application from Windows
without using an icon, use shortcut keys, add
programs to windows, use Character map,
record and run macros, and use the Clipboard.
In addition, students will learn to use File
Manager to change file attributes, search for files,
create Program Manager icons, and use Drag
and Drop to open and print files.

Instructor: Business Support Training, Inc.
Date: June 6, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted ASAP.

ADVANCED MICROSOFT WINDOWS
Description: This class is designed for students
who want to learn the advanced features of
Microsoft Windows 3.1. These features include
using the MS-DOS prompt to access DOS from
Windows, setting multitasking priorities, copying
and pasting with non-windows applications, and
creating and changing a swap file. In addition,
students will learn to use PIF Editor, link and
embed objects, use Object Packager, and
customize Windows by editing system files.

Instructor: ExecuTrain
Date: May 29, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo
must be submitted by May 14.

INTRODUCTION TO LOTUS FOR WINDOWS
Description: This workshop is for participants
that are upgrading to Lotus for Windows.

Instructor: Impact Services, Inc.
Date: May 30, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Requests for Training Memo
must be submitted by May 16.

INTRODUCTION TO LOTUS FOR WINDOWS
Description: This workshop is for participants
that are upgrading to Lotus for Windows.

Instructor: Lyndie Billey
and Associates
Date: June 5, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Requests for Training Memo
must be submitted by May 16.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.
Date: June 7, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by May 23.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1 (2-Day Class)
Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly. Plus many more tips and tricks!

Instructor: Impact Services, Inc.
Dates: June 18 & 19, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by June 3.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1
Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates
Date: June 4, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by May 21.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1
Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.
Date: June 28, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by June 13.

DBASE 5.0 FOR WINDOWS (This Class Not Offered Often)
Description: In this workshop you will learn the fundamentals of relational database design and how to implement your design in the dBase for Windows environment. You will examine objects and their properties. Hands-on excerises include: creating and modifying tables, adding, deleting and displaying data; querying database; and generating simple reports, and much more.

Instructor: Business Support Training, Inc.
Dates: June 26 and 27, 1996
Time: 9:00 a.m. - 4:00 p.m.
PLEASE NOTE: Request for Training Memo must be submitted by June 11.

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NIST VACANCIES FOR GAITHERSBURG, MD						
MAY 10 ,1996						
Vacancy Announcements will not be available until the above date.						
Div	**Title**	**Series**	**Salary Range & Payband**	**Promotion Potential**	**Vacancy Number**	**Closing Date**
OPEN TO CURRENT NIST STATUS EMPLOYEES & CTAP						
353	Custodial Worker	WG - 3566	$8.47hr. - $9.90hr. WG - 02	NONE	NIST-0831/BL	05/17/96
OPEN TO ALL QUALIFIED APPLICANTS , CTAP & ICTAP						
201	Industrial Specialist (4 positions)	ZA - 1150	$37,094 - $81,217 Payband III - IV	IV	NIST-0691/RF	05/17/96
320	Secretary (OA)	ZS - 0318	$20,989 - $32,613 Payband III	NONE	NIST-0614/MC	05/17/96
NTIS VACANCIES FOR SPRINGFIELD, VA						
OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP						
NTIS	Printing Specialist (2 Positions)	GS - 1654	$37,094 - $48,222 GS-11	NONE	NTIS-146/JS	05/24/96
NTIS	Program Analyst	GS - 0343	$20,223 - $26,061 GS-5/7	GS-12	NTIS-016/JS	05/31/96
WE ARE ACCEPTING OUTSTANDING SCHOLAR APPLICATIONS FOR THE FOLLOWING POSITIONS:						
NTIS	Budget Analyst (GPA>3.5)	GS - 0560	$20,233 - $25,061 GS-5/7	GS-12	NTIS-213/JC	05/17/96
NTIS	Business & Industry Specialist (GPA>3.5)	GS - 1101	$20,233 - $25,061 GS-5-7	GS-12	NTIS-213/JC	05/17/96
NTIS	Computer Specialist (GPA>3.5)	GS - 0334	$20,233 - $25,061 GS-5/7	GS-12	NTIS-213/JC	05/17/96
NTIS	Program Analyst (GPA>3.5)	GS - 0343	$20,233 - $25,061 GS-5/7	GS-12	NTIS-213/JC	05/17/96

APPLICANT SUPPLY FILE INFORMATION

NIST is collecting resumes for future job openings in a range of occupational areas.   Both government and non-government applicants (including NIST and DOC employees) may submit there resumes to be retained in a file system for 90 days. A separate resume is required for each occupation and payband. Please indicate the occupation, payband or salary level you want to be considered for at the top of your resume. (See below) Applicants eligible for the DOC Career

Transition Assistance Plan (CTAP) and the Interagency Career Transitions Assistance Plan (ICTAP) will receive priority consideration for any vacancy that may occur. If you wish to extend your period of consideration for Applicant Supply beyond 90 days, you must submit a new resume package. Applicants who would like to place their resume in the NIST Applicant Supply System may mail or drop off their resumes to : NIST, Office of Human Resources Management, Bldg: 101, Room: A-123, Gaithersburg,   MD 20899, Attn.: Applicant Supply.

We are accepting resumes for Applicant Supply in the following fields: **Paybands I thru V:** Engineers, Computer Scientist, Metallurgist, Mathematical Statistician. **Paybands III thru V:** Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. **Paybands I & II:** Accounting. **Payband III:** Nuclear Engineering Technician. **Payband I thru IV:** Clerical Support (OA), Office Automation Clerk/Assistant, Secretary (OA).
Payband II: Police Officers**.**

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258.
Vacancy Announcements can be picked up OUTSIDE the Personnel Office Bldg..: 101 from 6:30 a.m. - 6:30 p.m.
NIST PERSONNEL INFORMATION HOTLINE: DIAL **(301) 926-4851.** This is an outside call.
Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.